April 2023 New and Existing Sponsor Training Schedule

Division of Apprentice Standards Training Summaries:

To enhance understanding of the Commonwealth's Sponsored Apprenticeship and the activities Sponsors must undertake to have a successful apprenticeship program, the Division of Apprentice Standards offers monthly trainings to assist with our online ePlace portal system, as well as to educate on the facets of each program. These are our current offerings:

Using the Online ePlace Portal: Account Linking & System Functionality:

Every week the Division of Apprentice Standards offers training to existing Sponsors on how to create an account and link their Sponsor profiles through our public-facing ePlace portal to their existing Sponsor program. Additionally, all sponsors will learn how to register apprentices, conduct renewal transactions, and complete amendments to update sponsor programs and apprentice participation. This is an interactive training and questions are encouraged. If additional troubleshooting is required, sponsors may use time at the end of each training to receive additional support from DAS staff.

Training - Using the Online ePlace Portal: Account Linking & System Functionality:

- **Monday, April 3, 2023**   **10:00AM – 11:00AM**
- **Monday, April 10, 2023**   **10:00AM – 11:00AM**
- **Monday, April 24, 2023**   **10:00AM – 11:00AM**

WebEx Meeting Access
https://eolwdma.webex.com/eolwdma/j.php?MTID=m7756eab879de0b72958751bd5a5a16a1
Meeting number (access code): 2335 906 5345
Meeting password: 38dxEjMjxu5

Introduction to DAS Registered Apprenticeship Sponsorship: This presentation will provide an overview and understanding what a Registered Apprenticeship Program (RAP) is, its value proposition, and the role and responsibilities of both the Sponsor and the Division of Apprentice Standards. There is time for Questions and Answers (Q & A) throughout the presentation.

Training - Introduction to DAS Registered Apprenticeship Sponsorship:

- **Wednesday, April 5, 2023**   **11:00AM - 12:00PM**
- **Wednesday, April 12, 2023**   **11:00AM - 12:00PM**
- **Wednesday, April 19, 2023**   **11:00AM - 12:00PM**
- **Wednesday, April 26, 2023**   **11:00AM - 12:00PM**

WebEx Meeting Access
https://eolwdma.webex.com/eolwdma/j.php?MTID=m1095517da25e62e44406055baaf5ef8d
Meeting number (access code): 2338 566 9755
Meeting password: MPk8PtpMX34

Training - Introduction to DAS Dispensing Optician Registered Apprenticeship Sponsorship:
Specific to the standards for interested Dispensing Optician Sponsors, this presentation will provide an overview and understanding what a Registered Apprenticeship Program (RAP) requires for Dispensing Optician Apprentices, its value proposition, and the role and responsibilities of both the Sponsor and the Division of Apprentice Standards. There is time for Questions and Answers (Q & A) throughout the presentation.

- **Wednesday, April 5, 2023   8:30AM - 9:00AM**
- **Wednesday, April 19, 2023   8:30AM - 9:00AM**

WebEx Meeting Access
https://eolwdma.webex.com/eolwdma/j.php?MTID=m1095517da25e62e44406055baaf5ef8d
Meeting number (access code): 2338 566 9755
Meeting password: MPk8PtpMX34

Sponsor Recordkeeping Requirements Specific to all sponsor programs, this presentation will provide an overview and understanding of what the recordkeeping requirements are for maintaining a Registered Apprenticeship Program (RAP). The presentation will review in detail the roles and responsibilities of both the Sponsor and the Division of Apprentice Standards. There will be time at the end of the presentation for questions and answers.

Training - Sponsor Recordkeeping Requirements:

- **Thursday, April 6, 2023   2:00PM – 3:00PM**
- **Thursday, April 20, 2023   2:00PM - 3:00PM**

WebEx Meeting Access
https://eolwdma.webex.com/eolwdma/j.php?MTID=mbb276a79d7b34345c7cb75e6aa4f6b81

Meeting number (access code): 2349 196 6896

Meeting password: J3SrdNet4Y3